

## PART D

### PROPOSAL EVALUATION AND SOURCE SELECTION CRITERIA

#### 1. INTRODUCTION

The evaluation of proposals will be conducted by a Source Selection Committee (SSC), which will make its recommendation to a Source Selection Authority (SSA). The evaluation of proposals and the selection of sources for subcontract award will be in accordance with the criteria set forth in this section. Evaluation and selection will be based on offers which show the greatest likelihood for achievement of the program objectives stated in the Model Subcontract, Scope of Work.

#### 2. BASIS FOR AWARD

Qualifying proposals will be evaluated in the areas of technical capabilities and reasonableness of price. Selection for award will be made to the Offeror(s) whose proposal(s) present(s) the greatest value to the University; technical criteria shall be weighted slightly more than price. The technical factors are listed in descending order of importance. Price is defined as the total indirect rate plus profit.

#### 3. EVALUATION CRITERIA

##### A. Technical

- 1) Offeror's Operations and Support Functions. Provide details explaining how your firm administers the following systems.
  - a. **Recruiting.** Describe how you have handled recruiting on a national level to provide applicant pools to meet the staffing needs of institutions such as the Laboratory. Explain the following:
    - 1) What creative ideas have you implemented for recruiting talent in hot skills categories, such as computer information science?
    - 2) Describe any affirmative action initiatives that your company has implemented.
    - 3) How would you propose to increase the diversity of the applicant pool for Los Alamos positions?
    - 4) Describe in detail your specific process to recruit candidates for the following University job request and provide a resume of an actual candidate:

### COMPUTER TECHNICIAN III

#### *Description*

Lead the efforts in the Network, Communications, and Computer Support team to provide hardware, software, network, communications, and security support for extensive local area networks of MAC workstations and personal computers. Ensure that computers are properly configured for hardware, software, and peripherals. Consult with users and independently analyze user problems; actively participate in research/solutions pertaining to computing and networking needs; support hardware, system software, and application software and operating system installations, upgrades, enhancements, and modifications; plan, install, and

maintain assigned systems. Provide innovative, thorough and systematic solutions to a wide range of problems concerning these systems.

### ***Qualifications***

REQUIRED SKAs: Extensive knowledge and skills in system administration with networked Windows 95, Windows NT Server and workstations for Macintosh and/or IBM systems. Demonstrated experience installing and troubleshooting workstation hardware and software. Demonstrated experience installing and troubleshooting fiber optic, coax, CAT-5, and modem communication lines, Ethernet and Fast Ethernet. Demonstrated knowledge of bridges, routers, hubs, and LAN and WAN infrastructures. Demonstrated customer focus and user-consulting experience. Demonstrated ability to work both independently and as a team member. Demonstrated ability to work well under frequent interruptions and changing priorities while maintaining progress on assigned tasks. Demonstrated effective oral and written communication skills. Active or reinstatable L or Q clearance.

DESIRED SKAs: Demonstrated experience managing Windows NT Servers and Domains. Demonstrated ability managing WINS and IP service on local area networks.

Demonstrated knowledge of help desk software such as the Remedy Action Request

System. Demonstrated knowledge of Laboratory computer security policies and procedures.

### ***Education***

Associates degree in Computer Science or relevant technical field, or equivalent combination of education and experience.

- b. **Attracting and Retaining Employees.** Attracting the best caliber employee is important to the Laboratory. Please address the following:
  - 1) What is it about your firm that would make employees want to choose your company over a competing firm?
  - 2) What creative methods do you use to ensure that your rewards and retention strategies are cost-effective?
- c. **Benefits.** Please address the following:
  - 1) Describe the approach you will take towards providing the core insurance requirements specified in the Model Subcontract (Part E-Appendix I-Subparagraph AA. ).
  - 2) What additional benefits would you offer?
  - 3) What creative methods have you used to keep costs of employee benefits down for you, the employer, as well as for the worker?

- d. **Payroll.** Please describe the type of payroll system that you have in place. Specifically explain how you administer the following:
    - 1) Regular payroll requirements
    - 2) Late payroll requirements
    - 3) Amended payroll requirements
    - 4) Payroll on an early schedule (such as during holiday weeks)
    - 5) Payroll for contract workers if attendance reports could not be provided by the University(i.e. in a shut-down period)
    - 6) Direct deposit program
    - 7) Emergency situations where you would need to advance payroll to someone who did not submit attendance
  - e. **Cash Flow.** Payroll costs are significant in this kind or subcontract. Explain the following:
    - 1) How would you meet payroll costs at contract startup?
    - 2) How have you met payroll costs on an ongoing basis with your current contracts?
  - f. **Resource Availability.** Please describe the resources such as human resources (HR), diversity, and legal support that are available to assist you in effectively and quickly responding to issues such as sexual harassment, Environmental Safety and Health (ESH) issues, security, etc.
  - g. **Orientation Programs/Information.** Please describe the new hire orientation programs and information packets provided by your company.
- 2) Offeror's Experience and Past Performance
- a. Provide a complete list of all clients for the past three (3) years for which Offeror has provided comparable professional and technical contract labor support services.
  - b. Select three (3) of the above client projects, which the Offeror considers the most comparable to this proposed subcontract effort, and provide the following information for each of the three:
    - 1) Contract Number or Identifier
    - 2) Name of Client or Agency
    - 3) Address of Offeror's Operations Office managing the contract
    - 4) Contract Type (Fixed Price, Cost Reimbursement, etc)
    - 5) Period of Performance
    - 6) Summary of Job Classifications and Number of personnel in each class
    - 7) Client's Administrative and Technical Points of Contact (Name, Title, Address, and Telephone Number)
    - 8) Brief summary of contract requirements, including security clearance requirements
    - 9) Volume of activity and your success rate in filling requests for a client comparable to the University in this proposed subcontract.
    - 10) Type of contract (sole source or competitive with other vendors)

3) Offeror's Management Organization

- a. Furnish a proposed organization chart, showing specific authorities and responsibilities pertinent to the proposed subcontract.
- b. Provide a position description, including qualification criteria, for each key person proposed for assignment to the subcontract.
- c. Provide a resume for each person proposed for a key personnel position.

4) Northern New Mexico Economic Development

- a. Offerors shall provide information that describes their proposed initiatives or commitments to support economic development in Northern New Mexico (NNM). Provide the following information:
  - 1) The criteria used in selecting the proposed initiatives and/or commitments of the Offeror's proposed economic development program.
  - 2) The resources that will be committed to the program including how you plan to meet or exceed the proposed initiatives and/or commitments.
  - 3) The research and findings that indicate that the selected initiatives and/or commitments will have the desired effects including the expected impact on the economy, community and/or region.
  - 4) The methods that will be used to measure success.
  - 5) The experience in developing and executing the same or similar types of programs.

B. Price

- 1) The University will establish the ceiling amount at the time of award for subcontracts resulting from this solicitation. Price proposals will be evaluated on the basis of the competitiveness of the proposed straight time and overtime indirect rates (which may include Overhead, Fringe, and G & A) and profit per hour, over the five (5) year term, including escalation factors. The lowest overall indirect rate and profit will be awarded the highest points; others will be evaluated against that rate. Unrealistically high or low indirect rates and profit may be viewed as an indication of an Offeror's failure to understand the requirements of the solicitation. The reasonableness and competitiveness of the proposed rates will be considered in the determination of the competitive range and in source selection.